

**SOCIAL WORKER SECTION
MEETING MINUTES
FEBRUARY 27, 2013**

PRESENT: Nicholas Smiar, Barbara Viste-Johnson, Elizabeth Krueger

STAFF: Dan Williams, Executive Director; Yolanda McGowan, Legal Counsel; Matt Niehaus, Bureau Assistant; Sharon Henes, Paralegal; and other Department staff

CALL TO ORDER

Nicholas Smiar, Vice-Chair, called the meeting to order at 9:01 a.m. A quorum of three (3) members was present.

APPROVAL OF AGENDA

Amendments to the Agenda:

- Item “Y” (closed session) Under the item titled “Y.4” **REMOVE:**
 - “Cheryl K. Rotterham, LCSW – 08 SOC 011, 09 SOC 028, & 09 SOC 041”
- Item “W” (closed session) Under the item titled “W.3” **MOVE:**
 - “K.T.” to AA.12

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF OCTOBER 24, 2012

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to approve the minutes of October 24, 2012 as published. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 7, 2012

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to approve the minutes of November 7, 2012 as published. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 21, 2012

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to approve the minutes of December 21, 2012 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, that the record indicate the election of officers and delegation of liaisons as discussed below. Motion carried unanimously.

Election of Officers

Chair

NOMINATION: Barbara Viste-Johnson nominated Nicholas Smiar for the Office of Chair. Nomination carried by unanimous vote.

Dan Williams called for other nominations three (3) times.

Nicholas Smiar was elected as Chair.

Vice Chair

NOMINATION: Elizabeth Krueger nominated Barbara Viste-Johnson for the Office of Vice Chair. Nomination carried by unanimous vote.

Dan Williams called for other nominations three (3) times.

Barbara Viste-Johnson was elected as Vice Chair.

Secretary

NOMINATION: Barbara Viste-Johnson nominated Elizabeth Krueger for the Office of Secretary. Nomination carried by unanimous vote.

Dan Williams called for other nominations three (3) times.

Elizabeth Krueger was elected as Secretary.

Appointment of Liaisons

Screening Panel: Nicholas Smiar, Barbara Viste-Johnson, Elizabeth Krueger (Alternate)

Credentialing Liaison: Barbara Viste-Johnson, Nicholas Smiar, Elizabeth Krueger

Continuing Education Liaison: Nicholas Smiar

Division of Legal Services and Compliance Monitoring Liaison: Elizabeth Krueger

Professional Assistance Program (PAP) Liaison: Barbara Viste-Johnson

ASWB Exam Issues: Nicholas Smiar

Examination Liaison: Nicholas Smiar

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson that the Section delegates authority to the Chair or designated Section member to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair or Section member has the ability to delegate this signature authority to the Executive Director for purposes of facilitating the completion of assignments during or between meetings. The Chair or Section member delegates the authority to the Executive Director, to sign the name of the Chair or Section member on documents as necessary. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to adopt the Roles and Authorities Delegated to the Monitoring Liaison document. Motion carried unanimously.

DARYL WOOD LETTER

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to acknowledge the delivery of a letter of appreciation and thanks to Daryl Wood for his service. Motion carried unanimously.

SCHOOL REQUESTS FOR APPROVAL

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to grant St. Norbert College's request for approval of SOCI 238, SOCI 243, SOCI 241 as courses meeting requirements of the social work training certificate. Motion carried unanimously.

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to acknowledge receipt of Ottawa's syllabus for capstone seminar in human services and to notify Ottawa that it meets the requirements of MPSW 3.13(1)(a)1.a as a human services degree qualifying for the social work training certificate. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to reject the request of Kaplan University to qualify as another human services program approved by the Section because it is missing a course with content in qualitative and quantitative social research methods and statistics, as per MPSW 3.13(1)(a)2.c. Motion carried unanimously.

ASWB INFORMATION

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to acknowledge that former Section Chair Eric Alvin designated Barbara Viste-Johnson to attend the March 1-3, 2013 ASWB New Board Member Training in Arlington, VA. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to acknowledge that the Section has designated Elizabeth Krueger to attend the July 12-14, 2013 ASWB New Board Member Training in Arlington, VA. Motion carried unanimously.

SECTION GOALS FOR 2013

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to request an agenda item be created for the July 2013 meeting to address developing a system for communication with credential holders. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to approve the amended Section Goals for 2013:

1. Continuing CE audits into the next biennium and into the future.
2. Further develop supervisory standards based upon ASWB research pertaining to essentials of clinical supervision. This could include establishing a minimum of CEUs for qualifying supervisors or eventually a supervisor credential.
3. Update Board Member orientation materials originally compiled by Jennifer Borup
4. Develop a mechanism for the Section to communicate with credential holders. This could include reinstating the Regulatory Digest or developing an email server to email all credential holders regarding critical information.
5. Work with the Joint Board to update MPSW 20.
6. Work with the Joint Board to update rules for continuing education.
7. Update MPSW 2 & 3 with regard to applications for licensure

Motion carried unanimously.

LEGISLATION/ADMINISTRATIVE RULE MATTERS

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to approve the scope statement on MPSW 2 & 3 as amended to MPSW 3. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to designate Nicholas Smiar to approve the scope statement on MPSW 3 after publication. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to examine in response to Executive Order 61 all of MPSW as relevant to the Social Worker Section prior to the April 10th, 2013 meeting for purposes of discussion and recommendations at that meeting. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(a)(b)(f) and (g), to review applications, deliberate on proposed stipulations, deliberate on administrative warnings; deliberate on hearings or appearances for denial of applications; review monitoring cases; review DSPS cases, and consult with legal counsel. Roll Call Vote: Nicholas Smiar-yes; Elizabeth Krueger; and Barbara Viste-Johnson-yes. Motion carried unanimously.

The Section convened into Closed Session at 11:12 p.m.

RECONVENE TO OPEN SESSION

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to reconvene into open session. Motion carried unanimously.

The Section reconvened into Open Session at 4:18 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION IF VOTING IS APPROPRIATE

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to affirm all motions made in closed session. Motion carried unanimously.

APPLICATION MATTERS

11:27 A.M. Appearance – Christina Warden, Applicant

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to grant Christina Warden a Licensed Clinical Social Worker credential once all application requirements are met. Motion carried unanimously.

11:51 A.M. Appearance – Holly McAbee, Applicant

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to grant Holly McAbee a Licensed Clinical Social Worker credential once all application requirements are met. Motion carried unanimously.

12:09 P.M. Appearance – Jacqueline Zager, Applicant

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to grant Jacqueline Zager a Licensed Clinical Social Worker credential once all application requirements are met. Motion carried unanimously.

12:42 P.M. Appearance – Linda Waddell, Applicant

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to deny Linda Waddell's request for a Licensed Clinical Social Worker credential.
REASON FOR DENIAL: Failure to provide sufficient evidence of meeting the clinical social work practice requirements of Wisconsin Statutes Chapter 457.08(4)(c). Motion carried unanimously.

2:24 P.M. Appearance – Barbara J. Williams, Applicant

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to accept the withdrawal of the request for a hearing in the matter of Barbara J. Williams. The Section rescinds the notice of intent to deny dated August 6, 2012. The Section acknowledges Applicant's withdrawal of her application for reciprocal licensure. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to hold a discussion of equivalency for reciprocity purposes. Motion carried unanimously.

REQUEST FOR MEDICAL WAIVER OR EXEMPTION OF CONTINUING EDUCATION REQUIREMENTS

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to deny the request of C.P. for waiver/exemption of continuing education requirements. The Section accepts the graduate course credit as meeting the 30 hour requirement, but requires the 4 hour ethics and boundaries workshop to be completed by June 1, 2013. The ethics and boundaries hours shall not to be counted for purposes of the 2013-2015 certification period. Motion carried unanimously.

REQUEST FOR WAIVER OF THE CONTINUING EDUCATION DISTANCE LEARNING RESTRICTION

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to grant the request of A.VE for waiver of the continuing education distance learning restriction. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to deny the request of A.V. for waiver of the continuing education distance learning restriction. The Section grants an extension to complete continuing education and requires the 4 hour ethics and boundaries workshop to be completed by September 1, 2013. The ethics and boundaries hours shall not to be counted for purposes of the 2013-2015 certification period. Motion carried unanimously.

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to deny the request of M.S. for waiver of the continuing education distance learning restriction. The Section accepts 26 hours of continuing education through distance learning, but requires that the 4 hours in ethics and boundaries be done by live webinar to be completed by September 1, 2013. The ethics and boundaries hours shall not to be counted for purposes of the 2013-2015 certification period. Motion carried unanimously.

REQUEST OF EXTENSION OF TIME TO COMPLETE THE CE REQUIRED FOR 2013 RENEWAL

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to grant the request of A.W. for extension of time to complete the continuing education required for 2013 renewal until June 1, 2013. The continuing education hours shall not to be counted for purposes of the 2013-2015 certification period. Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to grant the request of K.R. for extension of time to complete the continuing education required for 2013 renewal until June 1, 2013. The continuing education hours shall not to be counted for purposes of the 2013-2015 certification period. Motion carried unanimously.

CREDENTIALING MATTERS

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to grant the request of K.T. for extension of time for completion of her Social Work Training Certificate until June 1, 2013. Motion carried unanimously.

MONITORING MATTERS

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to grant the request of Dan G. Feaster for removal of limitation and return of full licensure. Motion carried unanimously.

DELIBERATION OF PROPOSED FINAL DECISIONS AND ORDERS

MOTION: Elizabeth Krueger moved, seconded by Barbara Viste-Johnson, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Joel D. Rynders (12 SOC 035). Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to table the matter of disciplinary proceedings against Vicki LaFountain, LCSW (12 SOC 080). Motion carried unanimously.

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Heather J. Retzlaff (12 SOC 092). Motion carried unanimously.

CASE CLOSINGS

- MOTION:** Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to close the case #12SOC001 for Prosecutorial Discretion (P6). Motion carried unanimously.
- MOTION:** Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to close the case #12SOC080 (E.K.L.) for No Jurisdiction (NJ). Motion carried unanimously.
- MOTION:** Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to close the case #12SOC097 for Insufficient Evidence (IE). Motion carried unanimously.
- MOTION:** Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to close the case #12SOC098 for Insufficient Evidence (IE). Motion carried unanimously.
- MOTION:** Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to close the case #12SOC111 for Insufficient Evidence (IE). Motion carried unanimously.
- MOTION:** Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to close the case #12SOC121 for Insufficient Evidence (IE). Motion carried unanimously.
- MOTION:** Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to close the case #12SOC122 for Insufficient Evidence (IE). Motion carried unanimously.

ADJOURNMENT

The meeting adjourned at 4:19 p.m.